

Emergency
Medical Services
Authority

EMPLOYMENT OPPORTUNITY

1. RPA # RPA 004-EMSA
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Health Program Specialist I	3. POSITION NUMBER 312-700-8338-00x	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) SACRAMENTO			13. MONTHLY SALARY \$4516.00 TO \$5489.00
8. SEND APPLICATION TO: Karen DeGuire EMS Authority 1930 9th Street Sacramento, CA 95814	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible			
	11. PUBLIC PHONE NUMBER (916) 322-4336			
	12. CALNET NUMBER (8)			14. FILE BY 08/31/06

**Please indicate the basis of your eligibility in Section 12 of your application (STD 678).
Only the most qualified may be interviewed.**

Would you like to have a challenging position in a department that makes important contributions to the health/safety of Californians? A pleasant, productive working environment with easy access and inexpensive adjacent parking in a department with small office appeal? If so, this may be the position you are looking for!

Under the direction of the Health Program Manager-I, the Health Program Specialist I is a member of the Hospital Bioterrorism Prevention Program (HBPP) and is responsible for performing the following duties: **ESSENTIAL FUNCTIONS:** In order to achieve operational efficiency, working as part of a team with lead responsibility in planning, organizing and preparing for disaster medical response operations as directed by management in accordance with the appropriate California Codes, Regulations, statutes, and department policy and procedures. In order to ensure that preparedness system development activities and all grant requirements are met the incumbent: Serves as the Program Coordinator for the State's Emergency System for the Advance Registration of Volunteer Health Professionals (ESAR-VHP) by developing and implementing the program utilizing the National model and guidelines. Monitors, updates, and communicates the status of issues and risks to hospitals by completing issue and risk assessments and by analyzing the results of consultant and contractor produced surveys. Manages consultant contracts by having daily phone and/or e-mail contact with contractors, conducting weekly conference calls, reviewing minutes from the conference calls and all documents relating to the implementation of ESAR-VHP and other assigned projects. Monitors and oversees the progress of consultants work to ensure contract deliverables, which could be reports, assessments, recommendations, etc., are met by due dates established in the contracts b developing a tracking system and reviewing completed contract deliverables. Approves quarterly reports by reviewing and producing a quarterly report to management on the progress and outcomes of all grant deliverables. Conducts independent complex research and in-depth analysis by formulating alternatives, strategies and recommendations regarding HBPP grant issues and activities using industry periodicals and internet research. Completes preliminary and final reports on HBPP activities by utilizing program knowledge, reviewing activities and deliverables. In order to oversee work products of assigned teams and perform the more difficult technical work required by the project the HPS I: Develops, maintains and implements disaster medical response plans, medical mutual aid plans, communication plans, plan annexes, policies, procedures and protocols in accordance with departmental policy and procedures by applying program knowledge researching applicable laws and regulations, preparing issue papers to be presented by management, using existing templates, developing PowerPoint presentations, and facilitating discussions. Develops and maintains State-level medical disaster response readiness by participating, developing, and implementing training and exercise programs using the Office of Domestic Preparedness (ODP)/FEMA exercise models and in accordance with office policies and procedures. In order to ensure that complex projects and/or programs are developed and implemented appropriately the HPS I: Determines program needs by reviewing and analyzing documentation and develops methods using Microsoft Word, PowerPoint, Excel and/or Access to collect, analyze, summarize and present technical data to State, federal, and local partners. Negotiates, monitors, and evaluates MOU and/or contract deliverables by meeting with and discussing issues with involved parties, tracking and evaluating deliverables against stated objectives of interdepartmental memorandum of understandings and other contractual agreements for furthering the EMS Authorities goals and priorities using Microsoft Word, Outlook, Excel and Access. In order to ensure the timely and accurate submission of funding applications for the Program or Division under the direction of the HBPP Manager: Researches, develops, and submits funding applications utilizing in-depth knowledge of the State budget process, for grants, endowments, and/or other funding mechanisms. Monitors and oversees progress of grant monies used and provides all reports and supplementary materials as requested by funding agencies and relevant oversight agencies in accordance with departmental procedures and policies using Microsoft Word, PowerPoint, Excel and/or Access. **MARGINAL FUNCTIONS:** Represents the EMS Authority at meetings; serves on task forces and committees as program liaison with local and regional medical and health disaster and terrorism planning and mutual aid groups.

KNOWLEDGE AND ABILITIES

Knowledge of: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization; methods and techniques of effective conference leadership.

Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.

SPECIAL PERSONAL REQUIREMENTS

Travel within and outside the State of California is required for this position. Anticipate approximately 10% travel.

The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in disaster planning, emergency medical services, public health administration and/or a health/medical background.
- Strong written, analytical, interpersonal and oral communications skills,
- Demonstrated ability to act independently, open-mindedness, flexibility and tact.

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary,
- Build good working relationships with constituents, colleagues, and consultants.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, business dress for a professional office.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.
- Ability to travel once or twice per month and work overtime as needed.